

# ATESOL ACT ROLE STATEMENTS

as per 13/01/2025

## COMMITTEE MEMBERS

**Committee members** are expected to:

- attend Committee meetings or send apologies if unavailable
- assist with organising, hosting and running events and other ATESOL ACT activities
- promote the events and work ATESOL ACT to the best of their ability.

## EXECUTIVE MEMBERS

For full details, see the ATESOL ACT Constitution [here](#).

### President:

- chairs all full ATESOL ACT meetings (Committee, AGM etc), unless the meeting decides/agrees otherwise, and may chair working groups
- is an ex officio member of all working groups
- represents ATESOL ACT and acts as spokesperson unless another representative is appointed for a special purpose
- supports other Executive members in their roles
- presents a written annual report at the AGM
- ensures the Committee and Association is running smoothly
- undertakes other duties as agreed by the Committee to support and promote the work of ATESOL ACT.

### The Vice-President:

- acts for the President if the President is absent
- advises and supports the President in his/her duties.

### The Secretary:

- takes minutes or notes at all full meetings (Committee, AGM etc) , unless the meeting agrees otherwise
- ensures that the names of people present at meetings are recorded
- ensures that ATESOL ACT documents and records are maintained on the ATESOL ACT Google Drive
- prepares agendas for meetings and/or assists the President in preparing agendas, including any motions
- notifies ATESOL ACT members and Committee members in good time of forthcoming meetings, and requests agenda items
- together with the president, ensures a replacement if he/she is unavailable

### The Treasurer:

- is responsible for collection and receipt of all money for ATESOL ACT
- ensures that all money is deposited in our bank account
- pays bills etc as promptly as possible
- ensures that the correct signatories are appointed and are attached as required to payments and deposits

- keeps accounts and books showing ATE SOL ACT's financial affairs
- maintains all records on our Google drive
- reports on ATE SOL ACT budgetary situation at every Committee meeting unless the Committee agrees to waive a given report
- submits a written financial report to the AGM
- ensures that all documentation is available for the annual financial audit/review and is done in good time, normally by the AGM
- works collaboratively with the President and the Committee on all financial matters.

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